



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

ASSISTANT ALCOHOL AND DRUG PROGRAM ADMINISTRATOR

Class No. 000306

■ CLASSIFICATION PURPOSE

To manage day-to-day operations of the County Alcohol and Drug Program under administrative direction of the County Alcohol and Drug Program Administrator, including planning, developing, implementing, monitoring, evaluating and organizing activities of the County's Alcohol and Drug Programs; to formulate and implement policies and procedures relating to alcohol and drug programs and services; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is an unclassified management class allocated to the Health and Human Services Agency (HHS), Alcohol and Drug Services. The incumbent reports to the Deputy Director, Alcohol and Drug Services, who serves as the County Alcohol and Drug Program Administrator. This position has significant responsibility for planning, administering, monitoring, and evaluating programs and services that aim to reduce alcohol and drug problems.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, and coordinates countywide Alcohol and Drug Programs including establishing and implementing the County Alcohol and Drug Strategic Plans.
2. Oversees the development of the operation plan and budget.
3. Administers and evaluates contracts with public and provider agencies.
4. Interprets and ensures compliance with federal and state laws and regulations.
5. Analyzes proposed state programs and fiscal policies and provides advice and consultation.
6. Serves as liaison with statewide substance abuse interest groups and constituencies to evaluate services, resolve operational problems or negotiate new contractual agreements.
7. Ensures the involvement of existing public and private alcohol and drug programs, the advisory boards, the recovering alcoholic/drug abuser community, and the general public in the planning of programs.
8. Responds to inquiries and establishes cooperative relationships with elected officials, county offices, service providers, and advisory groups.
9. Reviews and evaluates private programs and ensures that public and private agencies are meeting performance goals and objectives.
10. Oversees the compilation of comprehensive regional data on demographics, participant populations, utilization trends, alcohol/drug related accidents and deaths, and related information for use in establishing, evaluating, and setting priorities for services and funding.
11. Prepares and presents reports or public health grant proposals before community groups or legislative bodies.
12. Recommends legislative changes to the Deputy Director, Alcohol and Drug Services.
13. Performs special studies and projects as assigned by the Deputy Director.
14. Supervises the work of multiple sections and subordinate staff.

15. Oversees revenue and expenditure transactions.
16. Supervises and manages division staff.
17. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
18. Acts in the absence of the Deputy Director.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal, state, and local programs and resources, and evidence-based practices and standards used in the prevention, intervention, treatment, and recovery of community alcohol and other drug problems.
- Administrative, reporting and monitoring aspects of alcohol and drug programs and other public health program grants and contracts.
- Policy/procedure development and implementation related to alcohol and drug programs and services.
- Methods, procedures, and current issues associated with alcohol and drug program administration.
- Principles of supervision, progressive discipline, and administration of performance evaluations.
- Community resources needed to support the prevention, treatment, and recovery of community alcohol and other drug problems.
- Principles and practices of leadership, supervision, training, fiscal management, and general administration.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, direct, and coordinate countywide alcohol and drug plans and programs.
- Administer and monitor contracts with private agencies.
- Prepare grant proposals and contracts for services dealing with alcohol and drug abuse programs.
- Review alcohol programs to ensure compliance with federal and state laws and regulations.
- Prepare and present reports or public health grant proposals before community groups or legislative bodies.
- Analyze data and interpret results.
- Maintain records and files.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor's degree or higher from an accredited college or university with major work in public administration, public health administration, social sciences or a closely related field or discipline is highly desirable.
2. At least five (5) years of progressively responsible experience in planning and evaluating the activities of an alcohol, drug abuse or other public health care service delivery program. Previous experience must have included three (3) years of management experience in planning, directing, and coordinating the activities of a public and/or private alcohol and drug service system and formulating and implementing program policies and procedures.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous use of dominant hand. Frequent: sitting, repetitive use of hands, simple grasping with hands, and fine manipulation with hands. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, climbing,

kneeling, power grasping with hands, pushing and pulling with hands, reaching above shoulder level, reaching below shoulder level, and occasionally lifting and carrying of files weighing up to 50 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: April 20, 1990

Retitled: November 26, 1993 (From: County Alcohol Program Administrator)

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Revised: April 26, 2004

Assistant Alcohol and Drug Program Administrator (Class No. 000306)

Union Code: UM

Variable Entry: Y